



Senior Executive Service Recertification (To Be Completed Every 3 Years - 1997, 2000, 2003, . . .)



Incumbent Executive _____

Title _____

Current Pay Rate: ES- _____ Recertification Period: From _____ To _____

Standard for Recertification

1. The career appointee must perform at the level of excellence expected of a senior executive. Excellence means that the executive has demonstrated over the recertification period that he or she has achieved excellence in:
 - a. Planning for, substantially advancing, and attaining Presidential, agency, or organizational goals and objectives that required a sustained superior effort.
 - b. Taking specific initiatives that advanced a major policy and/or significantly improved delivery of services.
 - c. Taking the necessary actions to ensure the achievement of a quality product in a timely manner.
 - d. Making significant technical, scientific, or professional contributions.
2. Also, if applicable to the responsibilities of the senior executive, excellence is demonstrated by:
 - a. Achieving substantial savings in the execution of programs under his or her direction.
 - b. Maintaining the high quality and effectiveness of programs under his or her direction with reduced resources.
 - c. Providing strong leadership to enhance the development, utilization, and achievements of subordinate personnel, including achievement of equal employment opportunity goals.

The following recommendation is based on an assessment of the executive's overall performance during the recertification period in relation to the above Standard of Recertification stipulated in law, regulation, and agency written procedures.

Supervising Official's Recommendation

Recertify ☐ Conditionally Recertify ☐ Not Recertify ☐

In making this recommendation, I have given due consideration to the executive's overall performance during the recertification period, including performance ratings, awards and other recognition, developmental activities, and other relevant qualitative factors specified in the agency SES recertification plan. If the above recommendation is to conditionally recertify or not recertify, I have attached the required written justification specifying the standard for recertification not met and other relevant supporting documentation.

Supervising Official's Signature and Title

Date

Executive's Acknowledgment of Supervising Official's Recommendation

☐ I have received a copy of my supervising official's recommendation and wish to submit a statement of accomplishments within the next 5 days to the Performance Review Board.

☐ I have received a copy of my supervising official's recommendation and DO NOT wish to submit a statement of accomplishments to the Performance Review Board.

Executive's Signature

Date

The following recommendations/decisions are based on an assessment of the executive's overall performance during the recertification period in relation to the above Standard of Recertification stipulated in law, regulation, and agency written procedures, and include consideration of the executive's performance ratings, awards and other recognition, developmental activities, and other relevant factors related to performance during the period.

Higher Level Review/Recommendation

Recertify ☐

Conditionally Recertify ☐

Not Recertify ☐

If the above recommendation is to conditionally recertify or not recertify, I have attached the required written justification specifying the standard for recertification not met and other relevant support documentation.

Executive Position Manager's Signature

Date

Performance Review Board (PRB) Recommendation

Recertify ☐

Conditionally Recertify ☐

Not Recertify ☐

Appearance Before the PRB if Recommendation to Conditionally or Not Recertify:

Yes ☐

Date _____

Declined appearance (documentation attached) ☐

PRB Designee Signature

Date

Senior Executive Committee Recommendation

Recertify ☐

Conditionally Recertify ☐

Not Recertify ☐

Date

Agency Head Decision

Recertify ☐

Conditionally Recertify ☐

Not Recertify ☐

Date of Final Recertification by NASA Administrator: _____
